



Town Council Agenda Report

SUBJECT: Resolution

CONTACT PERSON/NUMBER

Sid Marchant, Acting Deputy Fire Chief
(954) 797-1213

TITLE OF AGENDA ITEM:

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, APPROVING THE TOWN'S PARTICIPATION IN THE MUNICIPAL EMPLOYEES SCREENING AND HIRING (MESH) PROGRAM

REPORT IN BRIEF:

The Municipal Employees Screening and Hiring Program is designed for Emergency Service Providers. MESH will shorten the length of time that the Fire Department spends on recruiting fire personnel. In addition, it will be cheaper for the Town to join MESH in the long run because of the money spent on recruitments (i.e. advertisement and testing).

PREVIOUS ACTIONS: not applicable

CONCURRENCES: not applicable

FISCAL IMPACT:

Has request been budgeted? No

What account will funds be appropriated from: 001-0620-522-0205 - \$1,000.00

Additional Comments: Joining MESH will cost the Town \$1,000.00

RECOMMENDATION(S): Motion to approve the resolution

Attachment(s):

Resolution
MESH

RESOLUTION

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, APPROVING THE TOWN'S PARTICIPATION IN THE MUNICIPAL EMPLOYEES SCREENING AND HIRING (MESH) PROGRAM.

WHEREAS, Rule V, of the Town of Davie Personnel Rules and Regulations, established recruitment and employment procedures; and

WHEREAS, the Fire Department would like to join the Municipal Employees Screening and Hiring Program (MESH); and

WHEREAS, by joining the MESH, the Town's recruitment process for the Fire Department will change; and

WHEREAS, this will save the Town time and money with the recruitment process; and

WHEREAS, City of Margate is the lead agency for the MESH program; and

WHEREAS, it will cost the Town \$1,000 to join this program ; and

WHEREAS, it is in the best interest of the Town of Davie that the Fire Department join the Municipal Employees Screening and Hiring Program.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA:

SECTION 1. That the Town Council approves the Fire Department's desire to join the MESH Program.

SECTION 2. That this Resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS _____ DAY OF _____, 2000.

MAYOR/COUNCILMEMBER

ATTEST:

TOWN CLERK

APPROVED THIS _____ DAY OF _____, 2000



Municipal Employment Screening & Hiring Program

November 7, 2000

Acting Chief Sid Marchant
Davie Fire Rescue
6901 SW 45th Street
Davie, FL 33314

RE: MESH Update

Dear Acting Chief Sid Marchant:

Thank you for your continued interest in the MESH Program. There have been several developments since the last meeting:

- The Broward Fire Academy has agreed to handle all fire-related testing including the physical and written portions;
- BFA has also agreed to the use of their facilities for fire-related orientation sessions;
- Broward Community College has agreed to allow the use of their facilities for the written and practical medical portions;

The target date for the testing remains February of 2001. In order to meet this goal, the advertising will have to be in place by the middle of December. Therefore, we will need a commitment from all interested agencies no later than the 10th of December.

We are scheduling a meeting for Monday, December 4th, @1000 hrs. Refreshments will be served. The meeting location is:

Margate Fire Station 98
5395 NW 24th Street
Margate, FL 33063
(954) 971-8961

Together, we can make this program a great success. Please feel free to contact me with any questions or concerns. You may reach me during regular business hours by contacting Margate Fire Administration @ (954) 971-7010, or page me @ (954) 728-4356.

Again, thank you for your continued interest in MESH.

Sincerely,

Battalion Chief Robert G. Stevens
MESH Program Director

Cc: file

Municipal Employment Screening & Hiring Program (MESH)

for Emergency Service Providers

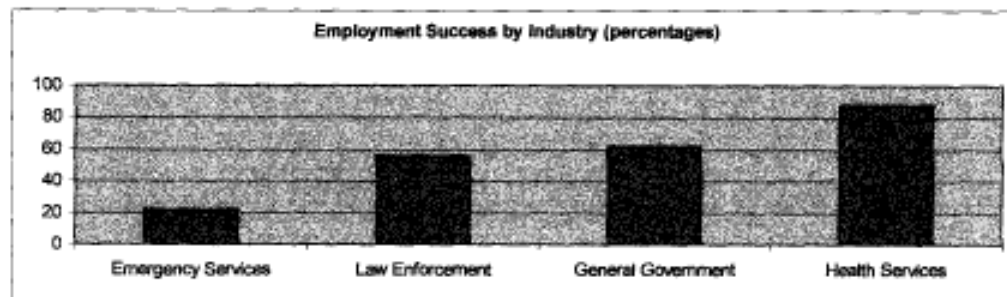


Prepared by Robert G. Stevens, MESH Program Director
Office: (954) 971-7010
Pager: (954) 728-4356
Cell: (561) 346-1387

Program Description & Overview:

Recruitment is a major concern of today's emergency service agencies. Many providers are finding it more and more difficult to entice good quality candidates to apply for employment. This seems to be especially true with the smaller municipalities for various reasons. South Florida's rapid growth has also had a profound effect on the availability of skilled workers.

The problem is further compounded by an abnormally low recruitment vs. permanent employment success ratio as compared with other, similarly related industries (see chart F-1).



Initially, many candidates are eliminated due to negative background issues while others simply fail to impress the potential employer during the screening process. Very often a poorly screened recruit may gain employment, only to fail probation. Either way the employer bears the expense of recruitment failure and the burdens associated with turnover.

Another important consideration has to do with inherent differences in minimum requirements and skill level requirements. While some of these differences are specific to the provider, others may be easily overcome by a more consistent hiring program.

The **M.E.S.H. Program** is designed to stabilize the recruitment "environment" for the employer and for the candidate, thus eliminating the unnecessary and costly duplication of new recruit screening and hiring practices currently used in our region. Participating providers will benefit from a comprehensive approach to hiring that includes all facets of pre-employment screening as well as specific "provider defined" needs. *(continued on page 2)*

Program Description & Overview: (continued)

Candidates, on the other hand, will gain a "comfort level" during screening that will enhance their potential for employment and retention.

Some additional highlights of the program are:

- The **M.E.S.H. Program** allows potential employees to test once for employment opportunities offered by all of the participating regional providers;
- The **M.E.S.H. Program** reduces costs for regional participating providers;
- The **M.E.S.H. Program** reduces delays in the procurement of new employees and will significantly enhance retention;
- The **M.E.S.H. Program** provides for orientation and pre-test candidate assistance;
- The **M.E.S.H. Program** can also provide for minimum standards training and specific orientation training (e.g. extrication);
- The **M.E.S.H. Program** is the first step in the standardization of regional services;

Plan of Action:

Step 1: *Establish Funding Mechanism & Obtain Legal Clearance*

Regional providers decide on funding mechanism and obtain approval/s and legal clearance from their respective government;

Step 2: *Establish Criteria & Rating System*

Regional providers decide on an acceptable screening and hiring method and establish testing criteria and a rating system;

Step 3: *Establish Screening Personnel Selection Method*

Each provider would select personnel to assist in the testing and screening task;

Step 4: *Select Testing Location*

Regional testing would be offered at a mutually convenient location (e.g. Broward Fire Academy, Broward Community College Campuses)

Step 5: *Advertisement*

A comprehensive advertising program is established to attract candidates;

Step 6: *Establish List/s*

Compile results and create hiring list/s;

Step 7: *Employer Options / Specifics*

Candidates screened by employer, background check, etc.;

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M.E.S.H. Pilot Program Experience

The cities of Coral Springs, Deerfield Beach, Margate-Coconut Creek, and North Lauderdale participated in the MESH "Pilot" Program. The testing was held at facilities provided by Coral Springs. Administrative tasks were shared by Coral Springs and Margate with Margate acting as the contact / lead agency. The lists were compiled and distributed to all participating providers shortly after the testing was completed. The program was deemed as a success by the participants, as well as the candidates. The Pilot Program statistics are as follows:

- 378 interest packets were mailed to potential candidates;
- 217 candidates were tested;
- 173 passed all facets of the testing (70 PM, 103 EMT);
- 43 candidates have been hired and are currently employed (28 PM, 15 EMT);

Regional M.E.S.H. Program Projections

The following table illustrates the projected costs and revenues for a larger scale, regional MESH Program. The table is based upon these assumptions:

- bi-annual testing;
- 500 tested candidates per year;
- BFA testing costs @ 22-25 per candidate;
- 15-20 participating agencies (cost range of 1250-1750);
- Participating agencies provision of manpower for testing details;

Item	Description	Cost	Revenue
<u>Administrative</u>			
Lead Agency	Answering Service	1800	
Lead Agency	General Operational	11000	
Lead Agency	Printing/Mailing	2100	
<u>Testing Costs</u>			
BFA Contract	BFA	10000	
Advertising	Tri-county ads	12000	
Misc.		3000	
<u>Revenues</u>			
Candidate Fees	Test costs (45/per)		22500
Membership	Agency contribution		25000
TOTALS		39900	47500
NET			7600

CITY OF MARGATE, FLORIDA

RESOLUTION NO. 9046

A RESOLUTION OF THE CITY OF MARGATE, FLORIDA, APPROVING A LETTER OF UNDERSTANDING FOR THE MUNICIPAL EMPLOYEES SCREENING AND HIRING (MESH) PROGRAM FOR AN EMERGENCY MEDICAL SERVICES PROVIDER WITH THE CITIES OF CORAL SPRINGS, DEERFIELD BEACH, MARGATE, AND NORTH LAUDERDALE.

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF MARGATE, FLORIDA:

SECTION 1: That the City Commission of the City of Margate, Florida hereby approves a Letter of Understanding for the Municipal Employees Screening and Hiring (MESH) Program for an Emergency Medical Services Provider with the Cities of Coral Springs, Deerfield Beach, Margate, and North Lauderdale.

SECTION 2: That the Vice Mayor and City Manager are hereby authorized and directed to execute said agreement on behalf of the City of Margate, a copy of which is attached and made a part of this Resolution.

SECTION 3: That this Resolution shall become effective immediately upon its passage.

PASSED, ADOPTED AND APPROVED THIS 18TH day of APRIL, 2000.

ATTEST:


CITY CLERK


VICE MAYOR ARTHUR J. BROSS

RECORD OF VOTE

Varsallone	<u>AYE</u>
Talerico	<u>AYE</u>
Donovan	<u>AYE</u>
Bross	<u>AYE</u>
Schwartz	<u>ABSENT</u>

LETTER OF UNDERSTANDING

Letter of Understanding -- City of Coral Springs, City of Deerfield Beach, City of Margate, and City of North Lauderdale relating to the Municipal Employment Screening and Hiring Program for Emergency Service Providers ("MESH Program")

This Letter of Understanding when executed by appropriate and duly authorized individuals of each participating municipality, shall document the joint participation by the cities of Coral Springs, Deerfield Beach, Margate and North Lauderdale in the MESH Program. The MESH Program is intended to pool municipal resources and efforts in the recruitment and hiring of emergency medical providers. By execution hereto, the municipalities agree to follow and adhere to the MESH Program Document, attached hereto as Exhibit "A". Each municipality shall cooperate with the other participants in the MESH Program to advance the intent behind the program.

The City of Coral Springs shall be the lead agency for the administration of the MESH Program. Upon execution of this Letter of Understanding, each participating municipality shall forward a check in the amount of ONE THOUSAND DOLLARS (\$1,000.00) ("Initial Payment") to the City of Coral Springs Fire Rescue Department for the May, 2000 Tests. The City of Coral Springs shall, upon execution of this Letter of Understanding, deposit the sum of ONE THOUSAND DOLLARS (\$1,000.00) into the MESH Account described hereinafter. The City of Coral Springs shall establish a separate account, in the name of the MESH program (the "MESH Account"), for the sole purpose of receiving MESH Funds and making payments of invoices and bills for administrative costs associated with the MESH Program. In addition, all Fire Rescue candidates who desire to test for the MESH program shall pay a fee of TWENTY (\$20.00) in advance of taking the examination, and these fees shall be deposited into the MESH Account. All invoices and bills relating to the MESH Program shall be forwarded to the Coral Springs Fire Rescue Department, to the attention of the Coral Springs Fire Chief, or his or her designee, who shall be authorized to issue checks from the MESH Account for payment of MESH administrative costs. The City of Coral Springs shall not be obligated to make any payments on behalf of the MESH Program unless there are sufficient funds in the MESH Program account.

The City of Coral Springs shall maintain the records of the MESH Program, including account information, and such information shall be available for inspection by any participating municipality and as provided in Chapter 119, Florida Statutes.

Following the initial testing, in May, 2000, the City of Coral Springs shall provide to all parties to this Letter of Understanding an accounting of funds received, costs incurred, and the balance of the MESH Account. The parties shall then establish an amount to be contributed by each party for future tests ("Revised Amount"). All parties shall make payment of the Revised Amount sixty (60) days prior to the advertising for the next test.

The participating municipalities shall continue in the MESH program, year to year, until fiscal year 2003-04, at which point the participating municipalities shall restate their participation in the MESH Program, or state their intent to participate no further in the MESH Program. In the event

that any participating municipality elects to withdraw from the MESH prior to 2003, such municipality shall provide all other participating municipalities with no less than ninety (90) days written notice of such. Moreover, any municipality that fails to meet its obligations under the MESH Program, and does not remedy such failure within thirty (30) days of written notification of such failure, then that municipality shall be deemed withdrawn from the MESH Program.

In the event a municipality withdraws, or is deemed withdrawn, then the remaining municipal participants shall have the right to continue with the MESH program in the absence of the withdrawn municipality, or to withdraw itself from the MESH Program. However, each municipal participant in the MESH Program, by execution of this Agreement, agrees to meet its financial obligations under the MESH Program up through and including the fiscal year in which it withdraws or is deemed withdrawn. In the event of a shortfall, no municipality shall be assessed an amount greater in ratio than its original financial obligation to the total budget.

The participants acknowledge that other municipalities may express a desire to join the MESH Program. The unanimous consent of the then participating municipalities shall be required in order for a municipality to join the MESH Program. Moreover, any municipality electing to join the MESH Program shall comply with the terms and conditions of this Letter of Understanding, including Exhibit "A", and shall evidence such by executing this Letter of Understanding at the time it joins the MESH Program.

Each party to this letter is a municipal agency as defined in §768.28, Florida Statutes, and agrees to be fully responsible for its own negligence, and that of its agents or employees while they are employed by that party, to the extent permitted by law. Nothing herein is intended to serve as a waiver of sovereign immunity by any party to which sovereign immunity may be applicable. Nothing herein shall be construed as consent by a state agency or political subdivision of the State of Florida to be sued by third Parties in any matter arising out of this Agreement.

Each party signing hereto certifies that he or she has been duly authorized as required by his or her City Code or procedure, including if necessary appropriate direction and authorization from the governing body of the municipality, to execute this document affirming that municipality's participation in the MESH Program.



City of Coral Springs



City of Deerfield Beach

By: Its: City ManagerDate: 6-3-00

City of Margate

APPROVED BY RESOLUTION NO. 9046 - 4/18/2000

By: 

Arthur J. Gross

By: 

Leonard B. Golub

Its: Vice MayorIts: City ManagerDate: April 18, 2000Date: 4-21-00

City of North Lauderdale

By: Its: City ManagerDate: 6/7/00